# Zoom Meeting Preparation

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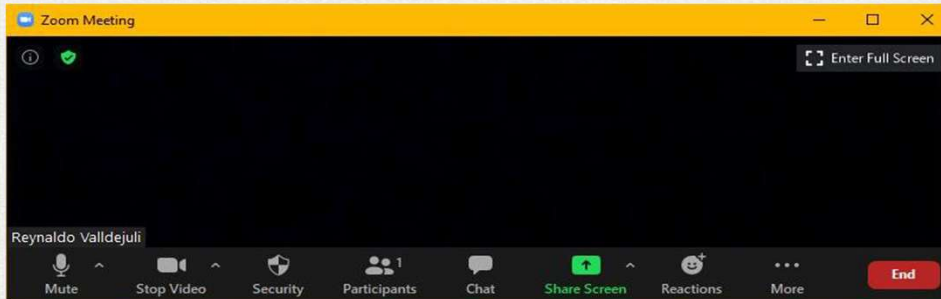
NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.

Believes

eScholar Office Hours

February 24, 2022

Visit the eScholar Support Page for a copy of the webinar deck

Agenda

- **General Information**
  - Security Coordinators

- **Uniq-ID**
  - Submit new students
  - EdLink errors
  - Retire/Split LASIDs

- **DirectMatch**
  - Lunch status and EdLink
  - Identifying DSNAP and TANF students using ED file
  - CEP

- **StaffID**
  - EdLink errors
  - Retire/Split StaffIDs

eScholar URLs

Uniq-ID (Student ID): https://louisianasecureid.escholar.com

StaffID: https://louisianastaffid.escholar.com

DirectMatch: https://SecureID.ldoe.la.gov/

User Guides: 2021-2022 eScholar Uniq-ID User Guide
2021-2022 eScholar StaffID User Guide
2021-2022 eScholar DirectMatch User Guide
2021-22 eScholar DirectMatch Admin Guide Security Management

eScholar Info: eScholar Support Page

Security Coordinators

- Disable all user accounts (eScholar Uniq-ID, StaffID, DirectMatch, Secure Portal, Compass, EdLink, etc.) for data managers who are no longer employed in your district

- Complete your DirectMatch account set-up:
  o ability to create/disable accounts or change the account settings for users in your district

- Update the 2021-2022 LEA Contact List (located in the System Support page)
  o Copy/paste your district's data into a new EXCEL sheet
  o Review and edit (add/remove data managers)
  o Send updated EXCEL file to SystemSupport@la.gov

2021-2022 Uniq-ID

eScholar Uniq-ID

- Submit the following students to Uniq-ID for LASID assignment:

  o new students enrolled in your district

  o Under-age students who are submitted to HTS

- Do NOT resubmit students who have exited your district

Feb 1 MFP: February 24 deadline *(snapshot date: February 25, 2022).*

- Ensure all 12th graders have been submitted to Uniq-ID with the parental consent, SSNs and correct demographics

  o Edit the student's record and update their information

  o Your district must hold the Master record for the current school year (ESSY = 2022)

EdLink Errors – U01, U02, U05

- **Audit Code U01: LASID is invalid**
- **Audit Code U02: LASID # does not exist in eScholar**
- **Audit Code U05: student's LocalID does not match**

Explanation:
- **U01, U02** - Your LEA did not submit this student to eScholar Uniq-ID for the 2021-2022 school year
- **U05** - The student's LocalID submitted to EdLink is different from the LocalID submitted to eScholar for the 2021-2022 school year
  - The LocalID in your local system (Jcampus, PowerSchool, etc.) and the LocalID in Uniq-ID must match.

Solution:
- Submit the student to eScholar Uniq-ID for the current school year (ESSY = 2022).

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EdLink Errors – Multiple Enrollment (Audit Code 901)

- This is **NOT** an eScholar issue
  - eScholar does not collect students' entry/exit dates

- The student has overlapping enrollment dates (entry/exit) dates in two or more districts.
  - Reach out to the other district(s) to resolve the entry/exit dates for the student
  - Update the entry/exit dates in your local system

[901] Student enrolled in another LEA	Enrollment	Student was enrolled in another LEA the same time he/she was enrolled in your LEA.	Verify the entry and exit dates to determine whether or not the student was enrolled in another district during the same times you reported the student as enrolled in your district. A student's enrollment date must be on or after the exit date from another district.

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Retire/Split a LASID

A LASID is retired because a student has more than 1 LASID

- Complete the RetireID template and email it to Anantha.Lakkakula@la.gov

A LASID is split because it is shared between students

- Complete the SplitID template and email it to Anantha.Lakkakula@la.gov

LEAs must update the active LASID in:

- Your local system

- All LDOE data systems that use the LASID for the student

Tasks to Complete for Feb. 1 MFP Submission

- Review and resolve EdLink Critical Errors

- Resolve all multiple enrollment

- Resolve all near matches

- Retire/Split LASIDs

EdLink tables sync with eScholar at about 5 pm (CST).

- *All eScholar updates must be made BEFORE 5 pm*

2021-2022 DirectMatch

DirectMatch Data Uses

- Identify students' free lunch eligibility

- Report students' lunch status to EDLink

- Economically Disadvantaged (ED) calculations

- Submit Population and Elections Data for Community Eligibility Provision (CEP) program *(April 2022)*

Note: The ED files were dropped in each district's DM-FTP folder on January 10, 2022

- *There are fields for DSNAP and TANF in the ED file*

- *For students who have been identified as DSNAP or TANF, you can manually update their lunch status to Free in your local systems*

Lunch Status and EdLink

A student who is allowed to eat free is different from a student who is qualified to eat free.

- Your district should be reporting students as <u>free in EdLink</u> if they qualify to eat free:
  - "qualified" via SNAP/TANF from DirectMatch
  - "qualified" via DSNAP – use your district's Economically Disadvantaged file to manually update the students' lunch status in your local systems
  - DC extended (siblings or children at the same address), enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children)
  - Qualified through <u>income survey forms</u> (if attending a CEP school)
  - Qualified through <u>lunch applications</u> (if attending a non-CEP school)

Note: In CEP schools, submit the students as free to EdLink only if they are <u>qualified</u> to eat free. All other students should be submitted as reduced or paid.

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DirectMatch Batches

- **Resolve all near matches:**
  - in all SNAP batches your district has run
  - SNAP State batch # 1682
  - TANF State batch # 1681

- Download your SNAP matched records from the Search function
  - DM Index - load into your food service system
  - 3.0 file format – load into your local system (for non-Jcampus users)

- These matched students (Free Lunch) need to be submitted to EdLink for Feb. 1 MFP
  Deadline is Feb. 24. Snapshot taken on Feb. 25.
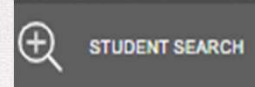
Identifying only DSNAP students

- Use your district's Economically Disadvantaged file (Excel)

- Place filters in the header row

- Select only DSNAP records

- Select only blank SNAP records

- Mark these students are free lunch (Free DC) in your local systems

StudentIdNum	SNAP	DSNAP
0123456789		Y
0234567890		Y
0345678901		Y
0456789012		Y

Identifying only TANF students

- Use your district's Economically Disadvantaged file (Excel)
- Place filters in the header row
- Select only TANF records
- Select only blank SNAP records
- Mark these students are free lunch (Free DC) in your local systems

StudentIdNum	SNAP	TANF
0567890123		Y
0678901234		Y
0789012345		Y
0890123456		Y

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) is a meal service option for schools and school districts participating in the National School Lunch and School Breakfast Programs.

- CEP allows the highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications.

- To be eligible for CEP:
  - the identified student percentage (ISP) as of April 1 must be at least 40%.
  - to be 100% free claiming, the identified student percentage (ISP) as of April 1 would need to be at least 62.5%.

District users identified as CEP managers will have access to the CEP module within DirectMatch in March. FNS staff will provide training (live and recorded).

CEP Manager Access

- LDOE has added the CEP Manager function to:
  - DirectMatch users who are also designated as CEP Managers
  - Created <u>some</u> new CEP Manager accounts (on-going)
    - Check your Inbox (Spam/Junk) folder for an email from eScholar
    - Click on the link in the email
    - You will be asked to create your password and complete your account set-up
    - You will see your district's data on April 1
    - Email Jayanthi.Sothirajah@la.gov if you do not have access

- CEP training was held on February 22, 2022
  - Slide deck/recording will be posted to Louisiana Fit Kids

Address Matching – March 2022

Purpose: Identify DC extended children (siblings or children living in the same household

Addresses submitted in Uniq-ID are matched against the addresses of the students who were matched to the SNAP file

Use: Matched records will be included in CEP calculations

- LDOE ran the statewide Address matching for all school districts

- District may resolve the near matches
  - o the matched records cannot be downloaded
  - o be cautious when resolving the near matches
    - Some addresses are apartment buildings with no unit #
    - multiple students at the same address – either same/different last names

2021-2022 eScholar StaffID

eScholar StaffID

- Submit new hires to eScholar StaffID for ID assignment
  - Export a file from your local system
  - Submit file to eScholar StaffID
  - Download the IDs
  - Import into your local system
  - See the 2021-2022 Benchmark and EdLink Snapshot Calendar for submission deadlines

- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.

EdLink Errors - StaffID

Error message:

- LOCAL_STAFF_KEY 1234567890 during 2021-2022 has a Staff ID that does not exist in eScholar at DISTRICT_CODE 061

- Audit Code = 011

The district submitted the StaffID in its nightly extracts to EdLink but did not submit the person to eScholar StaffID for ID assignment.

Solution:

Submit the person to eScholar StaffID for the 2021-2022 school year (ESSY = 2022).

EdLink tables sync with eScholar at about 5 pm (CST).

- *All eScholar updates must be made BEFORE 5 pm.*

Believes

Retire/Split a StaffID

A StaffID is retired because an employee has more than 1 StaffID

- Complete the Staff RetireID template and email it to Anantha.Lakkakula@la.gov

A StaffID is split because it is shared between staffs

- Complete the Staff SplitID template and email it to Anantha.Lakkakula@la.gov

LEAs must update the active StaffID in:

- Your local system

- All LDOE data systems that use the StaffID for that employee

Office Hours and Monthly Webinar

- **eScholar Office hours   10:00 am each Thursday**
  - o **Zoom link:** https://ldoe.zoom.us/j/96648596634
  - o **Dial-In Phone Number:** (312) 626-6799

- **Data Coordinator Office hours   1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
  - o **Zoom link:** https://ldoe.zoom.us/j/93069704449
  - o **Dial-In Phone Number:** (408) 638-0968

- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
  - o **Thursday, March 3** See the full *2021-22 Data Coordinator Webinar schedule*
  - o **Zoom Link**: https://ldoe.zoom.us/j/976397929
  - o **Dial-In Phone Number**: (408) 638-0968
  - o **Meeting ID#**: 976 397 929

Believes

eScholar Systems
Who to contact for support

Who to Contact for Support	For assistance with
Anantha.Lakkakula@LA.GOV	• Retire/Split LASID or Staff ID, LASID/Staff ID Audits • Administrative functions such as system settings and configurations • User Access and Role Based Questions • Enhancements
Jayanthi.Sothirajah@LA.GOV Wanggan.Yang@LA.GOV	• SecureID, DirectMatch or StaffID support • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar credentials or assistance providing their staff with eScholar systems access
support@escholar.com	• eScholar FTP Industry Based Credentials (IBCs)/HiSet folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	• System access for new users • Assistance with your eScholar login/password
Visit escholar support page	• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

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Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER) & EdLink LEAP 2025 Assessment Data & Snapshot: Bernetta.Sims@la.gov
- EdLink Student data submissions & snapshots, Dropout Corrections: Tara.Baylot@la.gov
- Student Transcript System (STS) and EdLink transcript/IBC data submissions: SystemSupport@la.gov
- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR) and EdLink Staff data submissions: SystemSupport@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov
- 2021-2022 System Enhancements: Kaylie.Loupe@la.gov
- Sponsor Site System (SPS): Anantha.Lakkakula@la.gov
- EdLink Security for Dashboard Access and Other EdLink360 Issues: edLink360@la.gov
- PowerSchool sFTP Credentials and Whitelisting Requests: LDOE_LEA_Support@powerschool.com
- Pandemic-EBT (P-EBT): Carol.Mosley@la.gov; EdTech@la.gov
- Data Management FTP Updates and support wen.fan@la.gov or LDEdata@la.gov